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Support for AppleWorks and ///EZ Pieces Users

AppleWorks GS: Be Cautious About this Exciting Product

Last month's issue of the *AppleWorks Forum* includes a six-page review of AppleWorks GS. That review, printed with the AppleWorks GS page layout module, concludes that AppleWorks GS is an exciting product with excellent potential. However, that review also describes significant problems with the current version of AppleWorks GS. The NAUG reviewers warn that the program is hardware intensive, is slow, has numerous bugs, and does not reliably import standard AppleWorks files. Most importantly, the reviewers report that AppleWorks GS repeatedly froze their computer, causing them to lose all work not saved on disk, and forcing them to go through the time-consuming process of rebooting their system.

Since publication of NAUG's article, AppleWorks GS reviews appeared in the January issue of *A+* and the March issue of *inCider* Magazine. The *A+* article gives a general overview of each module but does not describe any problems with the product. The *inCider* review is more comprehensive and includes a description of the strengths and weaknesses of each module. Eric Grevstad, the *inCider* reviewer, repeatedly expresses concern about the slow speed of the program. Neither reviewer voices concern about the reliability of AppleWorks GS.

We are surprised. Based on our experience and the correspondence we are receiving from our members, we are not alone in having difficulty with system crashes using AppleWorks GS in a production environment.

The bugs in version 1.0 of AppleWorks GS should be expected. The program is large and complex; it is rife with opportunities for problems, despite the rigorous testing process implemented after Claris Corporation bought the product from its developer, StyleWare. In addition, AppleWorks GS uses GS/OS, Apple Computer's new and complex operating system, which itself appears to have bugs that can freeze up your computer. (Many of the problems that occurred when we tested AppleWorks GS can be attributed to bugs in the new operating system, not to problems with AppleWorks GS.)

NAUG continues to be concerned about the reliability of version 1.0 of AppleWorks GS running under the current version of GS/OS. The product has exciting potential and we encourage NAUG members eligible for Claris' \$99 upgrade offer to purchase and explore the program. However, we also suggest that users be reasonable in their expectations for this first incarnation of a major product. You should certainly be cautious about using version 1.0 of AppleWorks GS in a production environment.

The **National AppleWorks Users Group (NAUG)** is an association that supports AppleWorks users. The group provides technical support and information about AppleWorks and enhancements to that program. Our primary means of communicating with members is through the monthly newsletter entitled the *AppleWorks Forum*.



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Letters to NAUG

How to View More than 30 TimeOut Modules

Dear NAUG,

Now that I have more than 30 TimeOut applications, I have a problem. All the modules seem to load from my TimeOut applications disk when I start AppleWorks, but only 30 modules appear on the TimeOut Menu when I press Apple-Escape. What happened to the remaining modules?

Jay H. Stock
Beaverton, Oregon

[Ed: If you have more than 30 TimeOut applications, enter an Apple-Escape to get to the TimeOut Menu, then press the Tab Key to see the remaining TimeOut enhancements.]

If pressing the Tab Key does not display the remaining TimeOut modules, you probably have an old version of the TimeOut program. Early versions of TimeOut recognized up to 30 TimeOut applications; versions 2.0 and later of TimeOut eliminate that restriction. You can get a new copy of TimeOut from one of NAUG's Beagle Buddies and install that copy of TimeOut on your AppleWorks disk. Version 2.1 of TimeOut is current.

Complete information about the Beagle Buddy update program appears in the October 1988 issue of the AppleWorks Forum.]

AppleWorks and Apple's Daisy Wheel Printer

Dear Cathleen,

I am having a problem using AppleWorks with my Apple Daisy Wheel printer. When I print more than one copy of a document, an extra line feed gets inserted at the end of each document. As a result, each copy of the document gets printed a bit lower on the page. After a few copies, the document is no longer placed correctly on the page. I have tried several different printer configurations in AppleWorks and changed the DIP switch settings on the printer, but the problem persists. Can you help?

Jo E. Van Ekeren
Des Moines, Iowa

[Ed: Return all the DIP switch settings to their original position and change the "Accepts top of page command" on the AppleWorks Printer Information Menu to "No". Hopefully that will solve the extra linefeed problem.]

Is NAUG Selling Second-Hand Software?

Dear NAUG:

Are you peddling second-hand goods? I recently purchased TimeOut UltraMacros from you and the disk came with a number of macros I never wrote. For example, when I press Solid-Apple N the name "Heather Brandt" appears on the screen. Solid-Apple-J generates "Jem Software, P.O. Box 20920, El Cajon, Ca. 92021". Neither of these names and addresses is of any interest to me and I am convinced that I received a second-hand program, although nicely wrapped in plastic.

Name Withheld

[Ed: Your UltraMacros disk is new. UltraMacros comes with a default set of macros put on the disk by the program's author, Randy Brandt. Some of these macros are usable without modification (e.g., Solid-Apple-D deletes the current word, and Solid-Apple Right Arrow jumps the cursor to the end of the line). You need to modify other macros to customize them for your use. For example, Solid-Apple N is reserved for your name; you are supposed to replace Heather Brandt's name (Randy Brandt's daughter) with your own. Similarly, the Solid-Apple J macro contains the name and address of Randy Brandt's company, Jem Software. You should replace that information with your own name and street address. Randy decided that it is better to give you sample macros on the disk rather than have you create all the macros yourself.]

The steps necessary to customize these macros are described in the Macro Primer series of articles starting in the September 1988 issue of the AppleWorks Forum.]

AppleWorks and IBMs

Dear NAUG,

My son will take my Apple IIe to college this fall and will do his word processing with AppleWorks. The computer lab at his school uses IBMs connected to laser printers. He wants to be able to use the school's printers but I don't want to purchase another computer. What hardware/software do I need for him to take his AppleWorks disks to the lab and have them run on the IBMs?

Geff Fisher
Annandale, Virginia

[Ed: You have a number of alternatives from which to choose. The least expensive approach is to add a modem to your Apple IIe and let your son upload his work onto the university's mainframe computer. He can then either print directly from the mainframe or download the files onto one of the IBMs in the computer laboratory. The modem will also give your son access to the school's mainframe and to the national telecommunication services.]

If the school will let your son insert a card into one of the computers in their laboratory, you can get him a Trackstar board and he can run AppleWorks on the lab's IBMs. You insert the Trackstar into the IBM, connect the IBM disk drive to the card, and run AppleWorks on their system. He will need to add the lab's laser printer to his AppleWorks Printer Menu. Hopefully, the lab printers offer Epson-compatibility so he can take advantage of the proportional-spaced fonts available on that printer. Trackstar boards list for \$445 but are available from discount vendors for approximately \$350. Contact Diamond Computers, 470 Lakeside Drive, Sunnyvale, CA 94086 (408-736-2000) for more information about the Trackstar.

If the school will not let your son add a card to the computers in the laboratory, you can add an Applied Engineering PC-Transporter card to his system and make his Apple IIe compatible with the computers in the laboratory. The PC-Transporter lets your son run both Apple and MS-DOS programs on an Apple IIe. He can use utility programs that come with the PC-Transporter to

transfer ASCII versions of his AppleWorks files into MS-DOS format, read those files into the IBMs at the computer lab, and print his output on their laser printers. In addition, he can run most standard MS-DOS programs on this PC-Transporter-equipped Apple. Unfortunately, this is an expensive alternative. A 640K PC Transporter, IIe Installation Kit, and an IBM-compatible drive lists for almost \$1,000 and costs approximately \$775 from mail order discount vendors. Contact Applied Engineering (214-241-6060) for more information about the PC-Transporter.

Finally, if you decide to get your son a new computer, consider the "WPC Bridge", a moderately-priced computer that runs both IBM and Apple II software. Your son can run AppleWorks on his system in the dorm, then use a utility program that comes with the computer to convert his files into MS-DOS ASCII files. That lets him use all his existing AppleWorks files and leaves him compatible with both your IIe at home and the IBM systems at his college. WPC Bridge computer prices start at approximately \$1100. For more information about the WPC Bridge, contact Cordata Technologies at 800-621-6746 (in California: 800-331-5867).]

Problems Controlling Top Margins

Dear NAUG,

I sometimes have problems changing the top margin of a document. For example, on a recent report I wanted the first page to start 1/2 inch from the top of the paper and wanted the remaining pages to start one inch from the top of the page. I set up the document as follows:

This is the first line of text. There are no commands above this line in my document. This is the beginning of a long report.

-----Top Margin: .5 inch

This is the second paragraph of my document. It is a continuation of my long report.

I put the paper in my printer so the top of the paper was 1/2 inch above the print head. Since I left the top margin set at the AppleWorks default of zero

Letters...

inches, the first line of text printed one half inch below the top of the page ... exactly as I hoped. But the second page also started one half inch from the top of the page ... and the third and all following pages didn't print where they should at all.

What is going on?

Sara Grossman
Ann Arbor, MI

[Ed: Unfortunately, AppleWorks 2.0 has a series of bugs related to the Top and Bottom Margin Commands; those commands do not always work correctly in AppleWorks 2.0. Use AppleWorks 2.1 if you want to change the top and bottom margins in the middle of a word processor document.]

Kudos for CrossWorks

Dear NAUG:

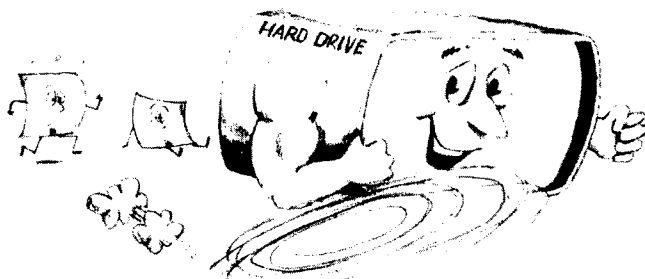
I want to recommend that my fellow NAUG members consider CrossWorks, a program that automatically transfers and converts data files between AppleWorks and popular programs for MS-DOS computers. CrossWorks exchanges data files in either direction between WordPerfect, Lotus 1-2-3, dBase III, and ASCII on the IBM and AppleWorks on the Apple II. The program is easy to use, fast, and the conversion is almost perfect. For instance, an AppleWorks spreadsheet file becomes a Lotus 1-2-3 file with all formulas, cell protection, justification, and the like intact.

I also want to commend the good service of Soft-Spoken, the software company that developed CrossWorks. In 14 days they solved a problem I initially had transferring data from my Apple IIc. While 14 days might not appear to be fast service, that is the best support I've ever experienced, considering all the difficulties involved in living in Indonesia.

Robert Kuchta
Jakarta Pusat, Indonesia

[Ed: A review of CrossWorks will appear in a future issue of the AppleWorks Forum.]

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How to Print Envelopes with AppleWorks

by Warren Williams and Cathleen Merritt

If you are a frequent user of the AppleWorks word processor, you probably find it difficult to use a paper and pencil or typewriter to do any serious writing. How did you ever get along without your computer and AppleWorks? Yet, there on the corner of your desk, is your old typewriter ... so you can type envelopes.

Your decision to use a typewriter for envelopes seems reasonable; many people think it is difficult to use AppleWorks to type names and addresses on envelopes.

In this article, we will describe easy ways to print names and address on envelopes with AppleWorks. First, we will discuss how to configure a printer to type envelopes. Then we will describe how to get AppleWorks to print on those envelopes.

Hardware Issues: Consider a Second Printer

If you are going to print envelopes with your computer, you must first overcome the paper handling problems associated with switching between paper and envelopes. Obviously, it is not practical to print envelopes if you have to constantly remove and rethread the tractor feed paper in your printer.

One of the best and most cost-effective ways to avoid this problem is to use continuous-feed envelopes in a second printer that you use just for envelopes.

You can add a printer to your system for less than \$200, and anyone who recognizes the dollar value of time can easily justify the cost of that printer. You do not need a fast, expensive printer to produce envelopes; most inexpensive printers will do the job. The speed of the envelope printer is relatively unimportant; you will only be printing names and addresses with this machine.

You Do Not Need An Interface Card

If you have an Apple IIc, IIc Plus, IIGS, or Laser computer, you can connect a second printer by plugging the printer cable into the modem port on the back of the computer. You do not need an interface card to use two printers with these computers. (The "modem port" and "printer port" on these computers are identical. On the IIGS you should change the Control Panel settings to indicate that you connected a printer to the modem port.) If you use a IIe, you could use a single interface card with a printer switch box. However, it is easier to use a separate interface card with the envelope printer.

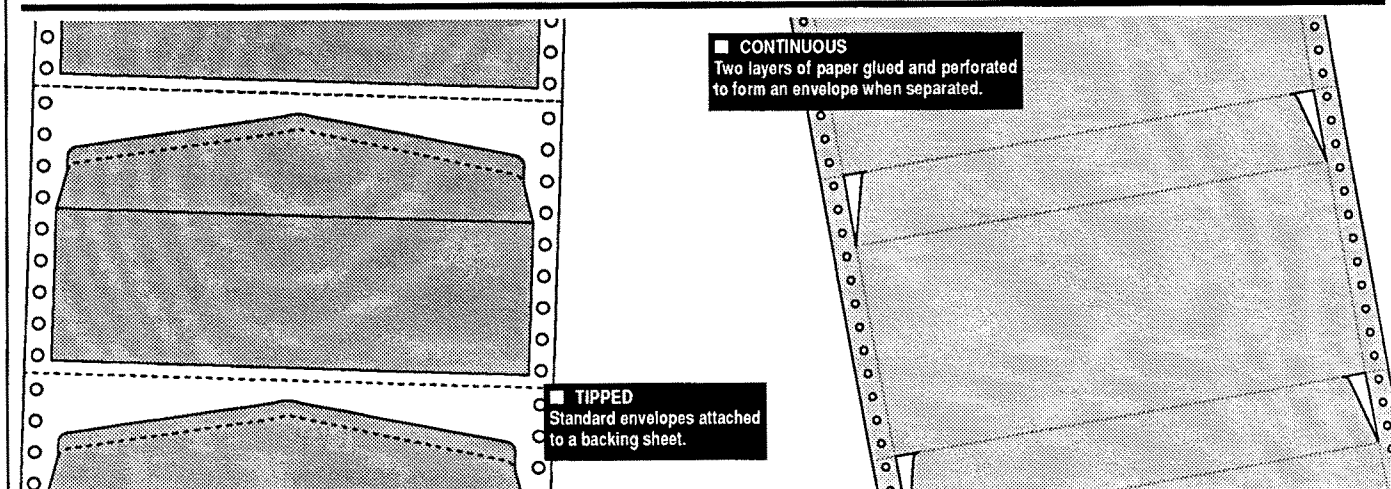
AppleWorks can manage up to three printers connected to different ports or slots, so you can add a special "Envelope" printer to your AppleWorks Printer Menu. Remember to set the "Accepts top of page command" to "No" for this printer. (See the Letters section of the June 1988 issue of the *AppleWorks Forum* for a description of why you should set the "Accepts top of page command" to "No" for all printers except laser printers.)

Continuous Feed Envelopes

You should try to use continuous feed envelopes in your envelope printer. There are two types of continuous feed envelopes: "tipped" and "continuous" (see *Figure 1*). "Tipped" envelopes are standard #6 or #10 envelopes attached to a paper backing with a removable glue. We do not recommend "tipped" envelopes; they sometimes get caught in the twists and turns of the paper path in your printer. In addition, most "tipped" envelopes have pointed flaps that should be avoided for reasons described below.

Try to get "continuous" envelopes. These envelopes are laser cut to tear off cleanly from the next envelope and from the tractor feed edges connected

Figure 1: Envelopes Designed for Data Processing



to each envelope. Continuous envelopes feed into the printer more reliably and work better with a dot matrix printer. You can get plain or custom imprinted continuous envelopes from many sources, including catalog mail-order office supply companies.

Continuous feed envelopes are too wide to insert in a standard-width printer. If you remove the tractor edges from the envelopes and turn on the platen pressure, you will find that continuous feed envelopes work well in a standard printer. On a wide carriage printer, just set the tractors to match the holes on the edges of the envelopes.

How to Use Your Current Printer

Most AppleWorks users own only one printer and avoid printing on envelopes because of the problems involved in removing the tractor feed paper from the printer. However, many modern printers (such as the ImageWriter II) let you type envelopes without removing the tractor feed paper from the printer.

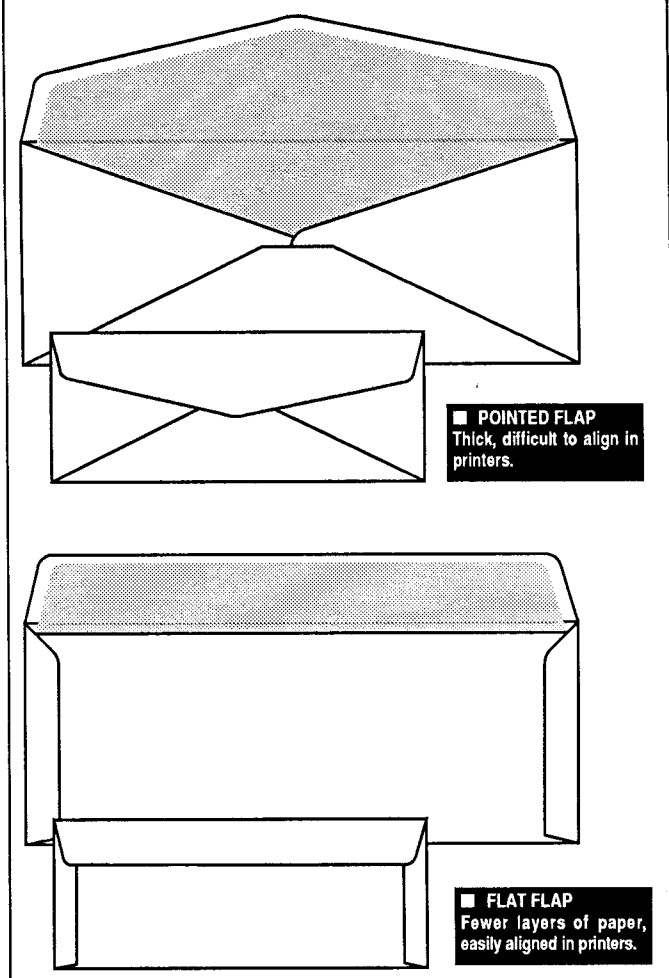
Follow the steps below and you can print on envelopes without re-threading the paper into the tractor-feed mechanism. (We will describe the process that works with an ImageWriter II. If you have a different printer, check the user manual to see how to insert single sheets of paper without removing the tractor feed paper.)

1. Print the letter and tear off the printed page.

2. Move the lever on the upper right-hand portion of the ImageWriter II toward the back of the printer. This disengages the tractor feed mechanism and applies platen pressure to the paper.
3. Turn the platen backwards until the tractor feed paper clears the platen and stops moving.
4. Move the same lever to the forward (tractor feed) position and back the paper out an additional 1/2 inch. Then move the lever back to the platen position. That leaves the paper clear of the platen but still held by the tractor mechanism.
5. Put a blank envelope behind the rubber platen as you would with a typewriter. Turn the platen knob to feed the envelope into the printer.
6. Print the envelope.
7. After printing the envelope, move the tractor feed lever to the forward position and use the platen knob to roll the tractor feed paper back into the correct printing position. Now you can continue working as if you never removed the paper.

At first glance the steps necessary to print envelopes seem lengthy, but the process is easier than it appears. Once you are comfortable with the procedure, it takes less than ten seconds to switch between tractor feed paper and individual envelopes.

Figure 2: Two Styles of Envelopes



An Inexpensive Source of Supplies

Continuous feed envelopes can be imprinted with a return address and are available in different quality papers to match your stationery. These envelopes and other supplies mentioned in this article are available from most office supply stores. A good discount source of continuous feed envelopes and other microcomputer supplies is Quill Corporation, Box 4700, Lincolnshire, Illinois 60197. In addition to offering discount prices, Quill pays the shipping costs for most orders valued at more than \$45 and has a satisfaction guaranteed or your money back policy. You can get a current Quill catalog by writing to their Illinois address.

Suggestions for Non-Continuous Envelopes

If you don't use a separate printer for your envelopes, you will print on standard (non-continuous) envelopes. Consider these suggestions for working with standard envelopes:

1. Envelopes come in two basic styles (see *Figure 2*). One style has a pointed flap on the back of the envelope; others have a flat sealing flap. Buy flat-flapped envelopes. They feed into the printer more evenly and print better because there are fewer thicknesses of paper behind the print head. In addition, the flat flap serves as a better edge to be secured evenly by the platen when you roll the envelope into the printer.
2. No matter which envelopes you buy, open the flap before you insert the envelope into the printer. This technique makes it easier to load the envelope into the printer and results in fewer thicknesses of paper behind the print head. In addition, the flap comes up first before the body of the envelope, so your return address is not printed at the very top of the page where the envelope can get caught on the paper bail or print head mechanisms.

Printing Addresses in AppleWorks

Once you handle the mechanical problems, it is easy to get AppleWorks to print names and addresses on envelopes. You can either use the techniques we describe below to work directly with AppleWorks, or use the envelope addressing programs on the Pinpoint Desk Accessories and on the TimeOut DeskTools disk. These AppleWorks add-ons identify the recipient's name and address in an AppleWorks document and help you place that block of text on a picture of an envelope. Finally, they print the envelope.

Even if you do not have the Pinpoint or DeskTools programs, it's relatively easy to print envelopes in AppleWorks. Proceed as follows:

1. Put your printer on the AppleWorks Printer Menu a second time and call it "Envelope Printer". Set the "Accepts top of page command" to "No" and the "Stop at end of each page" setting to "Yes". Also change the interface card setting

Figure 3: An AppleWorks Envelope Template

-----Left Margin: .5 inches

John Doe
1234 Main Street
Anywhere, USA 12345

-----Left Margin: 4.0 inches

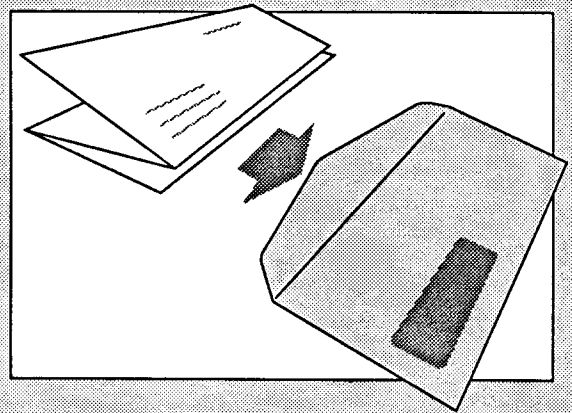
so it first issues the standard printer initialization string and then disables the out-of-paper warning switch built into the printer. For example, the correct code for an ImageWriter I or ImageWriter II connected to a Super Serial card or to the printer port on a IIGS is Control-I 80N Escape O. [Ed: Directions for changing the printer interface card settings appear in the *AppleWorks Handbook: Volume One*.]

2. Construct an "Envelope Template". This is an AppleWorks word processor document that contains your return address, a number of blank lines for space below your return address, and the correct margin command to place the cursor where you want the recipient's name and address to appear. Save this template on a disk. (Figure 3 depicts a standard AppleWorks envelope template.)
3. Print the letter.
4. With the letter still on the screen, put the cursor on the recipient's name and issue an Apple-C command. Copy the recipient's name and address to the clipboard.
5. Load the envelope template onto the desktop.
6. Issue an Apple-9 command to jump to the bottom of the envelope template.
7. Issue an Apple-C command and copy the recipient's name from the clipboard.
8. Insert the envelope in the printer.
9. Issue an Apple-P command and print the envelope.

I Don't Do Envelopes

Some people who clean houses announce they "Don't do windows". I "Don't do envelopes." That is, I don't type them either with a typewriter or with my computer. Instead, I use #10 envelopes with glassine windows. I print the letter with the recipient's name and address starting approximately two inches from the top of the page. Then I fold the page so the recipient's name and address shows through the window (see the illustration below). It's not an elegant approach, but it works. Use this method and you may never have to type another envelope.

— Keith Bernhard



Conclusion

As you can see, it's relatively easy to prepare envelopes with AppleWorks. The combination of AppleWorks' ability to work with a separate envelope printer, the ImageWriter II's ability to handle envelopes without removing tractor feed paper, and AppleWorks' capacity to transfer a recipient's name and address to a standard envelope template makes the process practical.

[Warren Williams teaches in the Educational Technology program at Eastern Michigan University. He is a technical advisor to NAUG and a frequent contributor to the AppleWorks Forum.]



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An Introduction to UltraMacros Programming

by Mark Munz

This is the sixth in a series of articles that describe how to use TimeOut UltraMacros. In this article, Mr. Munz introduces the programming language built into UltraMacros. The author assumes you are familiar with the content of the previous articles in this series.

You are at an important juncture in your understanding of UltraMacros. You now have the tools necessary to use the program to emulate AppleWorks keystrokes and commands. You can record keyboard macros, have a working knowledge of the structure and syntax of macros, can manage multiple sets of macros, and can create and manage Task Files.

Now you will learn how to write UltraMacros programs that get AppleWorks to do things that cannot be done from the keyboard. These programs can sense what AppleWorks displays, accept input from the person using the computer, display messages and instructions to the user, and make decisions based on criteria you determine.

UltraMacros programs add power and flexibility to AppleWorks. You can create “intelligent” spreadsheet templates which guide users through the entry of complex data, you can automate the process of backing up a data disk or hard disk, and you can add new commands and features to AppleWorks. The potential for UltraMacros-enhanced AppleWorks is impressive: Advanced UltraMacros programmers can already get AppleWorks to control a video disk player, and there is even a macro that simulates an arcade-style video game.

Programming Requirements

I will build upon the basics of UltraMacros that I covered earlier in this series of articles. To write UltraMacros programs you must know how to

compile and test macros; you must understand the syntax of a macro and the structure of a macro file; you should understand the differences between tokens and text.

I will assume that you also have a working knowledge of AppleWorks. You should know the different Open-Apple commands, how AppleWorks indicates errors and what causes those errors; and how AppleWorks presents information to the user (e.g., that AppleWorks always lists files on your disk in alphabetical order with word processor files first, data base files second, and spreadsheet files last).

In this article, I will cover some of the basics of writing an UltraMacros program. By the end of this article, you will know the structure of an UltraMacros program, how to display messages to the user, and how to accept user input.

UltraMacros Programming Basics

UltraMacros programs are macros that use commands that cannot be produced within AppleWorks. You type these macros into a word processor document just like every other macro. Then you compile the macro and the program becomes available within AppleWorks. (Figure 1 summarizes the steps necessary when preparing an UltraMacros program.)

I will start by examining a macro we used earlier in this series and enhance that macro so it does things that are normally not possible with AppleWorks.

The macro in *Figure 2A* takes you to the Add Files Menu, indicates you want to create a new word processor document, and names that document "Untitled". You can create that macro either by capturing your keystrokes or by typing the macro into the word processor. *Figure 2B* depicts an enhanced macro that displays a message at the bottom of the screen, beeps the computer's speaker to get attention, and asks for user input.

Additional UltraMacros Commands

UltraMacros gets much of its power from a series of commands that go beyond those available in AppleWorks. The macro in *Figure 2B* uses three of those commands, the <msg>, <bell>, and <input> commands.

<msg>: The <msg> command lets you display messages at the bottom of the AppleWorks screen. (See *Figure 3* for an example of a message displayed from UltraMacros.) You can use this command to notify the user of the progress of a long macro, or to prompt the user when they must provide input to continue a macro.

The format of the <msg> command is <msg "Your message here">. Colons can replace the "<" and ">" signs. You are limited to one line of text in each message. The message appears in inverse video if you use single quotes (') to set off the text. The message appears in normal video if you use double quotes (").

Note in *Figure 2B* that the Message Command is used a second time to remove the message from the screen. Otherwise the message remains on the display until AppleWorks rewrites the bottom of the screen.

<bell>: The <bell> command beeps the computer's speaker either to draw attention or to notify the user of an error.

The syntax of the Bell Command is simple: <bell>. When UltraMacros encounters this token, it sounds the AppleWorks error buzzer and continues the operation of the macro.

In *Figure 2B*, AppleWorks displays the message "Enter the name of the new word processor file",

Figure 1: Steps in Writing an UltraMacros Program

1. Decide what you want the macro-program to do and how to do it.
 - What are the major tasks required?
 - What are the components of that task, and what special considerations are required for possible errors and unexpected events?
 - What are the specific keystrokes and commands required for each task?
2. Create a macro within the word processor.
3. Test and debug the macro.
4. Compile the new macro set.

Figure 2A: A Simple Macro

```
start
<sa-w>: <all>
        <oa-q><esc>
        <rtn>3<rtn><rtn>Untitled<rtn>!
```

Figure 2B: An "Intelligent" Macro

```
start
W: <all : oa-q : esc : rtn : 3 : rtn : rtn :
   msg ' Enter the name of the new word processor file ' :
   bell :
   input :
   rtn :
   msg '>!
```

Note: The macro in *Figure 2B* is in the abbreviated format for listing tokens. You should become familiar with reading and writing macros expressed in this format.

and sounds the bell to draw attention to the message on the screen.

You will use the Bell Command more often than you expect: UltraMacros mutes the standard error buzzer in AppleWorks while running a macro. For example, you will use the Bell Command to notify users of mistakes or problems as they run a macro.

Accepting Input from the User

The <msg> and <bell> commands are two ways you can communicate with the person using a

Figure 3: Effect of <msg> Command

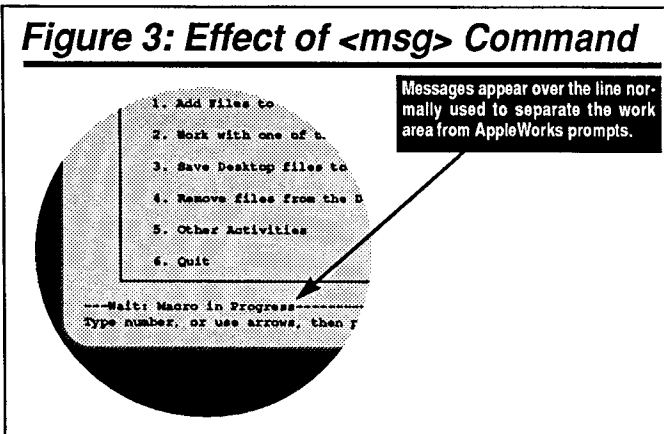


Figure 4: Auto-Backup Macro

```
start
<ctrl-S>: <all : oa-S : bell :
msg ' Insert your backup disk and press a key ':
key : oa-S : bell :
msg ' Replace your master disk and press a key ':
key : msg '>'!
```

macro. There are also commands that let you accept keystrokes entered by the user. For example, the macro in *Figure 2B* prompts the user to enter a file name, accepts that file name, then prompts the user to press the Return Key.

The <input> and <key> commands pause the operation of a macro and accept input from the user.

<input>: The <input> command pauses execution of a macro, lets the user navigate around AppleWorks, use Open-Apple commands, and enter text at the keyboard. The Input Command ends and the macro continues operating when the user presses the Return Key.

Note that you must follow the <input> command with a <rtn> if AppleWorks expects a Return to indicate the end of a user's input. For example, in *Figure 2B*, the user must enter a name for the new word processor file. At this point, both UltraMacros and AppleWorks are waiting for a press of the Return Key. The first press of the Return Key signals the end of the user's input in response to the UltraMacros <input> command. UltraMacros "traps" that Return Key and resumes operation of the macro. However, AppleWorks is also waiting for a press of the Return Key to signal that it should accept the new file name. Thus, the macro program must issue a <rtn>. It is the <rtn> sent

from the macro that actually enters the new file name into AppleWorks.

<key>: The Key Command pauses a macro and tells AppleWorks to wait until the user presses any key. As you can see in *Figure 4*, you usually precede the Key Command with a message that says "Press any key to continue". This keypress is "trapped" by UltraMacros the same way the Input Command traps the Return Key. Future articles in this series will describe more powerful applications of the Key Command.

The AppleWorks cursor does not blink during <input> or <key> commands so you know you are in the middle of a macro.

Tutorial

Now we will construct a macro that combines the commands I just described. The macro will automatically store a copy of the data file on your desktop onto a backup data disk. You will type this macro into a word processor file and make this macro a part of your UltraMacros default macro set. Since you will add this macro to your default macro set, you will first use the Macro Compiler to create a word processor document that contains your current macro set.

Follow these steps:

1. Boot your copy of UltraMacros-enhanced AppleWorks and indicate you want to create a new word processor document "From scratch".
2. Go to the TimeOut Menu and use the Macro Compiler to list your current macro set into that word processor document. Save the word processor file on a disk and remove the file from the desktop to ensure it is not affected by your experiments.
3. Create another word processor file from scratch, and enter the macro that appears in *Figure 4*.
4. Use the Macro Compiler to compile the macro. This replaces the current macro with the single Solid-Apple-Control-S macro.
5. Run the macro. When you press Solid-Apple-Control-S, AppleWorks will save the current file twice, prompting you to swap disks after

the first save operation. This macro is useful if you find yourself forgetting to make backups of important work.

Here are the steps required to add this macro to your default macro set:

6. Copy the entire macro, *not* including the word "start", to the AppleWorks clipboard.
7. In step 1, you saved a word processor file to disk with a listing of your default macro set; now load that file onto the desktop.
8. Use the Apple-9 command to move the cursor to the end of the macro listing. Press Apple-C to copy the Solid-Apple-Control-S macro from the clipboard into the listing of the default macro set. The word processor file now holds the listings for both your standard macros and the new Solid-Apple-Control-S macro.
9. Invoke the TimeOut Menu and use the Macro Compiler to compile the macro set. The combined set now is active as the current set.
10. Return to the TimeOut Menu and use the Macro Options Menu to make the current set of macros the new default set. The Solid-Apple-Control-S macro will then be available each time you start AppleWorks.
11. Use the Macro Options Menu to create a task file called "DEFAULT.MACROS". That will replace the old DEFAULT.MACROS file with one containing the Solid-Apple-Control-S macro.

The Solid-Apple-Control-S macro is not perfect: it cannot react properly when the disk is full, or when there are files with duplicate names on the disk. In future articles, we will add these and other enhancements to this macro.

Conclusion

This article describes how to use UltraMacros to program AppleWorks for automated operation. It introduces the <msg>, <bell>, <input>, and <key> commands. Next month I will describe how to control the operation of an UltraMacros program. ■

[Mark Munz is the author of Late Nite Patches, SoftWorks, and several macros on the MacroTools disk.]

Special Offers on Speed-Up Products for NAUG Members

NAUG members now qualify for the following special discounts on products that dramatically enhance the speed of AppleWorks:

Roger Coats and Quality Computers offer NAUG members a special 30% discount on the Applied Engineering TransWarp card. The TransWarp, which fits in a slot in Apple II+ and IIe computers, is not compatible with Apple IIc, IIGs or Laser 128 systems. NAUG reviewed the TransWarp card in the August and September 1987 issues of the *AppleWorks Forum*.

TransWarp cards have a list price of \$219. Through March, 1989, NAUG members can purchase a TransWarp from Roger Coats or Quality Computers for \$149. *[Roger Coats: (800) 438-2883, or (619) 274-1253 in California. Quality Computers: (800) 443-6697, or (313) 331-0700 in Michigan.]*

Zip Technology recently announced a special 25% NAUG member discount on the company's Zip Chip. Until March 15, 1989, NAUG members can purchase a Zip Chip for \$135 instead of the current retail price of \$179.

The Zip Chip replaces the microprocessor in an Apple IIe, IIc, or Laser 128 computer; it is not compatible with Apple IIGs systems. Zip Technology reports that it has cleared its year-long backlog of orders for the Zip Chip and now ships orders within ten business days. A review of the Zip Chip appears in the July 1988 issue of the *AppleWorks Forum*.

To order a Zip Chip, call Zip Technology at (800) 628-3278 and provide your NAUG ID number.

NAUG uses both products in its computers. We find that TransWarp-equipped and Zip Chip-equipped Apple IIe's and IIc's run AppleWorks significantly faster than standard systems. ■

Quick Tip

How to Enter Text in Data Base Reports

by Lon Proffitt

You know that you can insert text on every page of a data base report by using the Apple-N command and inserting a title in the report format. Did you know you can also insert text when AppleWorks asks for the current date when printing the report? AppleWorks accepts any text you enter and prints that text at the top of every page of the report. I use this feature to have my students put their names on their data base reports, but you can use it for any text you want to print at the top of the page.

The text you enter in the date area is not saved with the report format, so you have to re-enter the text each time you reprint the report.

[Lon Proffitt teaches AppleWorks at Bessie-Hoffman Lincoln Junior High School, in Belleville, Michigan]

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AppleWorks Add-ons

Disk Envelopes Help You Find Files

by Diane Petrauskas

The October 1988 issue of the *AppleWorks Forum* has a useful article by Henry Magnin entitled "Keeping Your Disk Organized". In that article, Mr. Magnin suggested ways to keep track of the files on your AppleWorks data disks. I want to take that article one step further by suggesting a new product that helps me organize my files.

The product is called Data Tracker. Data Tracker is simply a 5.25-inch disk envelope with blank lines that let you enter information about each file on the disk. When I insert the disk in my computer, I keep the Data Tracker envelope next to the system. When I store a file on the disk, I use a pencil to write the date and file name on the Data Tracker envelope. Since everything is in pencil, I can erase the entry when I delete a file from the disk.

[Data Tracker disk envelopes normally cost \$2.99 per package of 10. NAUG members can purchase Data Tracker disk envelopes for \$2.00 per package plus 50 cents per order from Chirp's Chips, Inc., 6S235 Steeple Run, Suite 12, Naperville, Illinois 60540 (312) 961-2791. Identify yourself as a NAUG member to qualify for this special price.]

[Diane Petrauskas is Vice President of the DuPage Apple Users Group in DuPage, Illinois.]

Corrections

- The AppleWorks GS review published in the January 1988 issue of the *AppleWorks Forum* was constructed with the AppleWorks GS page layout module, which prints page footers in proper relationship to the page. Our printer's effort to align the page footers with those in the rest of the issue caused a one-inch gap below the text on each page. That gap was not produced by AppleWorks GS. All other elements of the page design accurately present the program's layout capabilities.
- The Public Domain Library update that appeared in the January issue incorrectly lists the price of Public Domain diskettes. Unless otherwise indicated in the catalog, each diskette costs \$4, plus \$2 per order for shipping and handling.
- The October 1988 issue of the *AppleWorks Forum* lists an incorrect Zip Code for NAUG's Beagle Buddy, Bruce Shanker. Bruce's address is 1279 Boyd Road, Warminster, PA 18974-2260.

Four AppleWorks Products That Do Your Taxes

by Terry Higgins

If you do your own taxes and are comfortable with the AppleWorks spreadsheet module, you should consider using a professionally-developed set of AppleWorks-compatible tax templates. The templates are AppleWorks spreadsheet files with formulas that calculate your taxes and complete the federal forms.

In this article I examine four sets of commercially prepared templates: 1040Works and 1040Works-X from Personal Financial Services, TaxMaster from Island Computer Services, and KFS/Tax from Kronk Financial Services.

Functionality

My tests suggest that all four products correctly compute your taxes and accurately complete the necessary federal forms. I verified the accuracy of the packages by comparing their output with the tax forms generated by a professional tax preparation program used by a large accounting firm.

Figure 1 shows a sample screen from each product, and Figure 2 lists the tax forms completed by each program. Although these templates share a similar purpose, the list in Figure 2 masks the differences between these products.

1040Works and 1040Works-X

NAUG reviewed 1040Works (then called Tax-Works) in the June 1987 issue of the *AppleWorks Forum*. At that time, the reviewer concluded that the package offers an excellent set of templates that accurately compute your taxes and ease the process of meeting the federal tax reporting requirements. Since that time, Personal Financial Services has made numerous improvements to its tax computation package.

The 1040Works templates now come in two versions: Standard 1040Works for 128K Apples, and 1040Works-X for computers with more than 128K of memory. The standard version of 1040Works divides the form into two parts. You work on the schedules associated with page one, then use the AppleWorks clipboard to transfer data to the second page of the 1040 form. This transfer is easy to accomplish and is well described in the documentation. However, the division of the 1040 form into two segments is a serious inconvenience because you cannot immediately see the impact of your entries on your tax liability. To examine the tax consequences of an entry, you must copy the data from the side one template onto the clipboard, remove the side one template from the desktop, load the side two template into AppleWorks, and transfer the data into that template. The tax calculations take place on side two of the 1040 form.

The "X" version of the program uses the extra memory in your computer to link the two sides of the 1040 form into a single large spreadsheet. This eliminates the need to transfer data between templates and lets you immediately see the tax consequence of each data entry.

Both versions of 1040Works use worksheets and replicas of the tax forms to compute your taxes. While the worksheets are easier to follow than the standard tax forms, most of 1040Works consists of replicas of the government's forms and schedules. Formulas programmed into the templates do the calculations, provide the necessary linkage between forms, and determine your tax liability. The templates are protected so you cannot unintentionally damage important formulas.

Figure 1A: Screen from 1040Works-X

File: MODULE.X		REVIEW/ADD/CHANGE	Escape: Main Menu
		AV	AV
17	TAX	31 Amount from Ln 30.....31.	0.00
18	COMPU-	32A Enter '1' if you were over 65----->	0 XXXXXXXXXX
19	TATION	Enter '1' if you are blind----->	0 XXXXXXXXXX
20		Enter '1' if spouse was over 65----->	0 XXXXXXXXXX
21		Enter '1' if spouse is blind----->	0 XXXXXXXXXX
22		Total number of boxes----->	0 XXXXXXXXXX
23		B If you can be claimed as dependent,	XXXXXXX
24		enter '1' here ----->	0 XXXXXXXXXX
25		C If married filing separately and spouse	XXXXXXX
26		itemizes, or 2-status alien, enter '1'	0 XXXXXXXXXX
27	33A	Itemized deductions.....33A.	0.00
28	B	Standard deduction.....33B.	0.00
29		CAUTION: Special rules apply if you entered	
30		'1' in 32A, B or C	
31	34	Line 31 minus line 33a or 33b.....34.	0.00
32	35	Multiply \$1900 by number of exemptions on 6e..35.	0.00
33	36	Taxable income. line 34 minus line 35.....36.	0.00
34		CAUTION: If you are under 14 and have more than	

AW34: (Label, Protect-N)

Type entry or use ⌘ commands ⌘-? for Help

Figure 1B: Screen from KFS/Tax

File: KFS.Tax.88		REVIEW/ADD/CHANGE	Escape: Main Menu
		I	J
8	32	Amount from line 31 (adj gross income).....32.	\$0
9	33a	Enter number of boxes checked.....33a.	0 XXXXXXXXXX
10	b	Can you be claimed as a dependent?.....33b.	(y/n) XXXXXXXXXX
11	c	If married filing separate and spouse	XXXXXXX
12		itemizes deductions, check here.....33c.	(here) XXXXXXXXXX
13	34	Enter the larger of your standard deduction or	XXXXXXX
14		itemized deductions from Sched A.....34.	\$0
15	35	Subtract line 34 from line 32.....35.	\$0
16	36	Multiply \$1,950 times total no. of exemptions.....36.	\$0
17	37	Taxable income (line 35 minus line 36).....37.	\$0
18	38	Enter tax and check appropriate box.....38.	\$0
19	39	Additional taxes.....39.	\$0
20	40	Add lines 38 and 39.....40.	\$0
21			
22	41	Credit for child and dependent care.....41.	\$0 XXXXXXXXXX
23	42	Credit for the elderly or disabled.....42.	\$0 XXXXXXXXXX
24	43	Foreign tax credit.....43.	\$0 XXXXXXXXXX
25	44	General business credit.....44.	\$0 XXXXXXXXXX

J25: (Label, Protect-N) Repeated-X

Type entry or use ⌘ commands ⌘-? for Help

Figure 1C: Screen from TaxMaster

File: TAXMASTER.88		REVIEW/ADD/CHANGE	Escape: Main Menu
		A	F
70	31	Adjusted Gross Income:	0.00
71	32a	Enter 1 if applicable	
72		You :over 65 0 Blind 0	
73		Spouse :over 65 0 Blind 0	
74		Total checked:	0
75	32b	Can be claimed as dep on another's return	
76	32c	Mar-sep/spouse itemizes or dual-stat alien	
77	33a	Itemized Deductions - Schedule A, line 26:	0.00
78	33b	Standard Deduction: 0.00 0.00	
79	34	Line 31 - line 33a(or line 33b):	0.00
80	35	Exemptions on line 6e * \$1950:	0.00
81	36	Taxable Income:	0.00
82		If < 14 and have > \$1000 investment income	
83		You may have to use Form 8615.	
84		Tax Table 0.00	
85		Schedule X,Y,Z Tax: 0.00	
86		Form 8615 Tax: 0.00	
87	37	Tax:	0.00

E86

Type entry or use ⌘ commands ⌘-? for Help

1040Works and 1040Works-X include macros that help you navigate between the different tax forms. The macros are compatible with MacroWorks, Super MacroWorks, TimeOut UltraMacros, AutoWorks, and Key Player. You do not need a macro program to use 1040Works, but if you have a macro program, it's nice to use the macros that accompany the templates.

Navigating around 1040Works

Both versions of 1040Works are arranged horizontally; the forms are side-by-side, each occupying one full spreadsheet screen. This horizontal layout lets you move from one tax form to the next by typing an Apple Left-Arrow or Apple Right-Arrow. You can also use AppleWorks' Find Command or pre-programmed macros included on the 1040Works disk to move to the cell that contains the correct tax form.

Additional Features

1040Works and 1040Works-X can both accept data either from the keyboard or from three popular Apple II financial management programs: Quicken, On Balance, or Dollars and Sense. While the appendices to the 1040Works documentation explain the data importing process, you should be familiar with your financial management package before attempting to import data into 1040Works.

Both versions of 1040Works also include a utility template called Financial Organizer which helps you organize your financial data. Once you complete the Financial Organizer worksheet, 1040Works lets you transfer the figures directly into your tax forms. You can also use the Financial Organizer during 1989 to maintain your records for next year's tax return.

Figure 2: Forms Completed by Each Program

	1040Works and 1040Works-X	TaxMaster	KFS/Tax
1040	■	■	■
Schedule A	■	■	■
Schedule B	■	■	■
Schedule C	□	■	□
Schedule D	■	■	■
Schedule E	■	■	□
Schedule F	□		
Schedule R	□	■	
Schedule SE	■	■	□
Form 2106	□	□	■
Form 2119	□		□
Form 2441	■	■	■
Form 3903	□		□
Form 4562	□	□	□
Form 4972	□		■
Form 5329			□
Form 6251	■	■	■
Form 8582	□	■	□
Form 8598	□	□	□
Form 8606	□	□	■
Form 8615	□	□	□
Form W4	□	□	

■ = Form is included and automatically linked to the 1040 form.

□ = Form is included but not automatically linked to the 1040 form.

¹ The 1040 form is divided into two templates in the standard version of 1040Works

Documentation

The 1987 documentation consists of 32 typewritten pages, including 12 pages of appendices. The documentation includes a "map" of the layout of the large 1040Works template, a description of how to use the program, and information about each IRS form.

The 1987 version of the documentation was disjointed because the author tried to describe both the standard and "X" versions of the package in a single manual. Personal Financial Services says it has prepared separate manuals for the two 1988 packages.

1040Works also includes an on-screen tutorial that describes how to complete the tax forms. The tuto-

rial runs within the AppleWorks spreadsheet module, is easy to follow, and does an effective job of presenting the necessary concepts. Beginners should complete the tutorial; advanced spreadsheet users should take a cursory look at this template.

The documentation assumes that you are familiar with the federal tax forms; the author describes the purpose of each form and suggests you read the IRS instructions if you need help understanding the form. There is (rightfully) no tutorial on tax law or tax terminology.

No matter how comfortable you are completing tax forms and using AppleWorks, read the 1040Works documentation carefully. The author tells you the sequence to follow when completing the forms and how to print the forms so they are in a format acceptable to the IRS. As with all tax packages reviewed in this article, you must copy the 1040 data onto the standard IRS forms. You can submit all other printouts directly to the IRS.

Overall, 1040Works and 1040Works-X are well designed, comprehensive sets of tax templates. The author's decision to split the 1040 form into two segments adds to the complexity of 1040Works; 1040Works-X does not suffer from this limitation and is an exceptional package.

TaxMaster

TaxMaster is available in only one version; it compresses the complete 1040 form and most supporting schedules into a single template that fits on a 55K AppleWorks desktop. While this design limitation imposes a significant constraint on the templates, TaxMaster is the only package that lets you complete most of your tax forms without transferring data from one spreadsheet file to another on a 128K Apple. This lets you set up windows in the spreadsheet, so you can see the relationship between each data entry and your tax liability.

Unfortunately, this design criteria forces the author of TaxMaster to make significant compromises.

First, some of the compressed TaxMaster screens have only a marginal resemblance to the printed forms. It is legal to submit printed copies of these

forms to the IRS, but you will need the original tax forms and instructions so you can recognize what goes into each cell on the template. There are no worksheets or macros to ease the process of data entry.

In addition, the template allows space for only one Schedule C (Business Income) and little space in which to itemize your entries on the tax forms. If you have more than 128K of memory, you can use empty spreadsheet cells to itemize entries, but I hesitate to modify such a complex set of templates. If you have more than 128K in your computer, I suggest you use 1040Works-X instead of enhancing TaxMaster; 1040Works-X takes full advantage of the extra memory in your system.

Navigating around TaxMaster

TaxMaster arranges the tax forms vertically down the first few columns of the spreadsheet; you scroll through the forms with the Down-Arrow Key or with the AppleWorks Find Command. Some forms extend into columns that do not appear on your screen; you must press the Right-Arrow Key to see those portions of the form. The vertical arrangement makes it easier for a beginner to scroll through the forms, but makes navigation between forms more difficult because you cannot press Apple-Key combinations or use macros to quickly move to the form you want to view.

Documentation

The TaxMaster documentation comes as a six-page AppleWorks word processor file on the template disk. While clearly written, the documentation is sparse. It assumes you have a moderate level of experience with the AppleWorks spreadsheet module and a good understanding of the different federal tax forms. The documentation includes a list of the forms and schedules on the template, but little additional information about the location and relationship between those modules. TaxMaster includes neither a tutorial nor specific guidance on the sequence to follow as you complete the different forms. I find the documentation inadequate for all but experienced users of AppleWorks who are comfortable with the different IRS forms and schedules.

KFS/Tax

KFS/Tax combines the best elements of the standard 1040Works templates and the TaxMaster package. The KFS/Tax templates fit the entire 1040 form and many associated schedules into a single 52K template. You can run KFS/Tax on a 128K system without transferring data between the two sides of the 1040 form, as you must with 1040Works. Like 1040Works, the KFS/Tax forms are arranged horizontally and are easy to find with the Apple-Arrow Keys. The screen display is similar to that of 1040Works and is easier to read than the compressed TaxMaster screens.

However, the author of KFS/Tax package must also live within the constraints imposed by the size of the 128K AppleWorks desktop. Rather than try to squeeze all the tax forms into a single template, KFS/Tax segments the forms into three sets of templates on the disk: A 1040 template with most associated forms and schedules, a Schedule C template with its associated forms, and a Schedule E template. You use the Schedule C and Schedule E templates separately, then copy the results into the 1040 template.

The KFS/Tax disk also includes a number of lesser-used templates that are kept as separate files and are not integrated into the basic 1040 template. Users must manually enter the results of these calculations into the associated forms and schedules.

Documentation

The KFS/Tax documentation consists of nine pages in an AppleWorks word processor file on the tax template disk. The documentation assumes you know the AppleWorks spreadsheet commands, that you know how to print segments of a large spreadsheet, and that you know the purpose of each tax form. If you are a spreadsheet beginner, you will find the documentation inadequate; you should find someone to help you with these templates.

Additional Features

The KFS/Tax disk includes a 1989 federal income tax planner at no extra cost.

Overview

Ease of Use

If you have a rudimentary knowledge of the AppleWorks spreadsheet module and can complete your tax forms manually, you should be able to use any of these products. Of the four, 1040Works-X is the easiest set of templates to use; most of the commonly used tax forms are in a single file and are linked to each other. I prefer 1040Works-X's horizontal layout of the different forms, the easy-to-follow screens, and the convenience of worksheets and macros. However, 1040Works-X requires a minimum of 256K of memory in your computer.

The templates that fit on a 128K system are more difficult to use. KFS/Tax offers a nice format and is easy to follow. However, you must fill out your Schedule C and Schedule E forms separately and manually enter the results into the 1040 form. I found that this segmentation is both logical and unobtrusive.

1040Works offers worksheets, macros, easily readable screens, and a brief tutorial, but it requires you to transfer data between the two pages of the 1040 form. That makes it difficult to see the relationship between the data you enter and your tax liability.

TaxMaster fits all the common tax forms in a single template on a 55K AppleWorks desktop, thus avoiding the need to link templates or copy data. However, I find the TaxMaster screens sometimes difficult to follow.

Quality of Support

All three companies provide free telephone consulting help. Personal Financial Services offers an 800 number for technical support. Island Computer Services offers an 800 number if you need help getting started or if you find bugs in the program. They ask you to call a regular telephone number for other consulting help. Kronk Financial Services offers free telephone consulting support, but you must pay for the call.

Value

Figure 3 includes the prices for the different versions of each program.

Tax Software Roundup

1040Works (requires 128K)

Personal Financial Services
Box 1401
Melville, NY 11747
(800) 245-8999; in WA, (800) 527-7562

Pros: legible display; easy navigation; macros; toll-free support; imports data from Quicken, On Balance, Dollars & Sense; financial organizer.

Cons: must transfer data between 1040 segments; cannot immediately view tax implications of data entries.

1040Works-X (requires 256K)

Pros: Integrates 1040Works' functions into a single large template; easiest product to use.

Cons: None significant.

TaxMaster (requires 128K)

Island Computer Services
3501 E. Yacht Drive
Long Beach, NC 28465
(800) 826-7146

Pros: fits entire 1040 and most popular forms on a single template; free tax planner (Until February 15, 1989).

Cons: some forms difficult to follow; limited documentation; difficult to navigate; more expensive than other templates.

KFS/Tax (requires 128K)

Kronk Financial Services
7172 Muirfield Lane
Eden Prairie, MN 55346
(612) 937-0389

Pros: fits entire 1040 and most popular forms on a single template; legible display; easy navigation; 1989 tax planner.

Cons: limited documentation.

Dedicated tax preparation programs usually cost more than \$250 and, seen in that framework, all three packages represent exceptional values. However, it is difficult to justify the higher price for the TaxMaster package when compared to 1040Works and KFS/Tax.

Conclusion

Preparing spreadsheet templates that compute your taxes is a significant undertaking; the authors of all four packages deserve credit for their work. Each product has its advantages and disadvantages:

Figure 3: Prices for Tax Templates Including Postage

Product	Price	3.5-inch disk	1989 Update
1040Works	\$24.95	\$3 additional	20% discount
1040Works-X	27.95	\$3 additional	20% discount
TaxMaster	50.00 ¹	no extra cost	50% discount
KFS/Tax	27.95	\$3 additional	\$10 discount

¹ Includes free Tax Planner software for NAUG members who purchase before February 15, 1989.

Working on a 128K Apple: I prefer KFS/Tax. The screens are easy to read and the package is reasonably priced. 1040Works offers worksheets and macros, but you must transfer data between heavily used templates. TaxMaster fits most of the forms and schedules into a single template, but I find the screens more difficult to read and interpret and do not believe the TaxMaster templates are worth twice the price of the other three packages.

Working with more than 128K: If you have more than 128K of memory in your computer, 1040Works-X is my clear favorite. 1040Works-X uses the extra desktop space to fit most of the forms and schedules onto a single template. This automatically links all the associated entries; you do not have to copy entries from one form to another. The macros on the disk and the Financial Organizer file add additional value to an already inexpensive package.

If you are going to do your own taxes, I suggest you try 1040Works-X or KFS/Tax. The templates are impressive and compare favorably with stand-alone tax packages that cost hundreds of dollars more.

[Terry Higgins is a senior accountant in the Management Advisory Services department of Rooney, Ida, Nolt and Ahern, CPAs in Oakland, California. He is a NAUG Members Helping Members consultant, a Beagle Buddy, and President of the San Leandro Apple Eaters Users Group.]

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Easy to set up and use, saves hours of time — yes, it's even fun, customers tell us. Friendly support, too. And if you use a macro program, you can save even more time with our free custom macros. *inCider* magazine compared 1040Works to \$250 tax software.

For 128K Apple or compatible 1040Works costs only \$24.95 (includes shipping). Got IIGS or 256K RAM? 1040Works-X uses larger AppleWorks desktop to save steps, speed your work, \$27.95. Either on 3.5-inch disk, add \$3. In NY add state/local tax. Send check or MO. For VISA or Mastercard orders, call 7:00 am-5:00 pm (PST) weekdays:

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(WA. State: 800-527-7562)

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Claris Announces Technical Support Publication

Claris Corporation recently announced that it will publish a technical support and marketing newsletter for its products. The 12-page monthly publication will alternate its coverage between Claris' Apple II and Macintosh software. The first issue of the publication is planned for distribution late this month and focuses on AppleWorks GS. The publication will be mailed free to all registered Claris Apple II product users.

You will receive the newsletter if you (a) returned an AppleWorks or AppleWorks GS registration card to Claris (not to Apple), or (b) upgraded to version 2.1 of AppleWorks.

NAUG Needs Damaged Files

NAUG will soon publish a review of RepairWorks, a program that recovers damaged AppleWorks word processor and data base files. We need damaged files to test this product. If you have a file you would like us to try to recover, send the data disk and \$1 for return postage to: Bruce Shanker, 1279 Boyd Road, Warminster, PA 18974-2260. Include any information you think will help Bruce identify the problem and recover the file.

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Timeout Graph
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Late Nite (AW2.0 patch)
\$19

Patch Mania (AW2.0 patch)
\$19

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Power Pack

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Desk Tools II

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(/c, GS)
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Apricorn (/c)
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AppleWorks Patch that Shows Remaining Desktop Space

by Mark Munz

When you first learn AppleWorks, it's nice to know that a help screen is only a keystroke away. The "⌘-? for Help" text in the lower right-hand corner of the screen reminds you that help is available. However, after working with AppleWorks for one or two hours, you remember how to get help, and the "⌘-? for Help" reminder on the screen wastes valuable space ... particularly since that space can be used to display the amount of memory available on the AppleWorks desktop. Once you learn the basics of AppleWorks, the amount of remaining desktop space is more important than the reminder of how to get AppleWorks help.

Here is a patch that disables the "⌘-? for Help" reminder and lets AppleWorks continuously display the amount of memory available on the desktop. The patch works with AppleWorks 2.0 and 2.1, with or without the Applied Engineering AW 2 Expander enhancement. Unfortunately, this patch disables any clock patch that displays the time in the lower right-hand corner of the screen.

Follow these steps to install the "display desktop memory" patch:

1. Prepare a disk that contains only the files ProDOS and BASIC.SYSTEM.
2. Prepare a copy of your working AppleWorks Startup Disk.
3. Boot your computer with the ProDOS/BASIC.SYSTEM disk. You will see the BASIC prompt ().
4. Replace the ProDOS/BASIC.SYSTEM disk with the copy of the AppleWorks Startup Disk.

5. Type the following and press the Return Key at the end of each line:

```
POKE 768,76
POKE 769,71
POKE 770,208
BSAVE APLWORKS.SYSTEM,TSYS,A$300,L3,B$846
```

If you are using UltraMacros, change the last line so it reads APLWORKS.SYS instead of APLWORKS.SYSTEM.

Help is still available with this patch; the patch just disables the "⌘-? for Help" display.

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Some AppleWorks owners still don't have TimeOut!



If you've ever wished you could do more with AppleWorks, like check your spelling lightning fast, print out your files with great looking Macintosh fonts, graph a spreadsheet to get your point across, use your mouse, create a powerful macro to automate your work and save time, print your wide spreadsheets sideways so they'll fit on the page, copy files and disks, use really powerful desk accessories, and do it all without ever having to leave AppleWorks, then you need one or more of our original TimeOut products—QuickSpell, SuperFonts, Graph, UltraMacros, SideSpread, FileMaster and DeskTools.

These widely acclaimed AppleWorks add-ons aren't like add-ons at all. They are integrated so well with AppleWorks they seem built-in—like they have always been there. You can access them instantly from inside AppleWorks. And they're easy to use.

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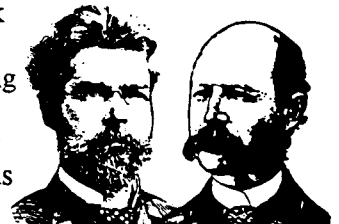
NEW **PowerPack** (inCider Editor's Choice-August 1988) includes Triple Desktop, Triple Clipboard, Program Selector, Line Sorter, Help Screens, File Librarian, Desktop Sorter, Category Search, AWP to TXT and ASCII Values. (\$49.95)

NEW **DeskTools II** includes Calculator Plus, Area Code Finder, Measurements, Directree, Printer Manager, Screen Printer, Stop Watch, Clipboard Viewer, Disk Tester, File Search and more. (\$49.95)

NEW **MacroTools** includes Macro Debugger, Task Launcher, Menu Maker, Token Chart, File Stats and tons of new macros for UltraMacros. (\$25.00)

NEW **Paint**, a bonus pull-down menu graphics program (\$49.95 value) that we've recently added to SuperFonts and Graph, includes lots of tools and it works with Hi-Res, Double Hi-Res and Print Shop pictures. (To upgrade your SuperFonts or Graph send us your original disk and \$20.00 + \$3.50 s/h.)

What are you waiting for? The best just keeps getting better. Go to your local store today or call us and order direct.



How to Get Help with AppleWorks Applications and Apple IIGs Questions

by William Marriott

Each month, the *AppleWorks Forum* lists the member-volunteers who offer technical support for AppleWorks products. This month's list identifies the volunteers who can answer questions about general AppleWorks applications and using AppleWorks on the Apple IIGs. Next month's issue will contain a list of members who offer help with the AppleWorks modules.

Applications/Apple IIGs

How to Use This List

To the left of each volunteer's name are numbers that indicate the applications the consultant supports. Volunteers are listed alphabetically by state.

- 1 = Apple IIGs hardware
- 2 = Diversi Key*
- 3 = SoftSwitch*
- 4 = Telecommunications
- 5 = Educational Applications
- 6 = Custom Printing Effects

*Utility programs for the Apple IIGs

Alabama

- 5 Rebecca Cathey
Eutaw AL
205/ 372-3581 M-F 5pm-9pm;
S-S Noon-10pm

Alaska

- 4,5 Ross Lambert
Unalakleet AK
907/ 624-3161 M-Sat 9am-9pm

California

- 1,5 Michael Beebe
San Diego CA
619/ 224-8823 Daily 5pm-10pm
619/ 221-2363 M-F 8am-4pm
- 4,5 Robert Demmon
Coronado CA
619/ 435-0520 M-F 3pm-10pm;
S-S 9am-10pm

- 5 Donna Ewing
Costa Mesa CA
714/ 556-3169 M-F 8:30am-4:30pm
- 5 Berenice Maltby
Corona del Mar CA
714/ 640-7369 9am-9pm

Colorado

- 4,5 Gary Armour
Littleton CO
303/ 933-9493 M-F 5pm-10pm;
S-S 10am-10pm
- 4 Lyle Graff
Littleton CO
303/ 977-4557 M-F 8am-3pm
303/ 794-5970 M-F 6pm-9pm;
Sat Noon-9pm

- 5 Carol McPeck
LaSalle CO
303/ 284-5508 Daily 8am-Noon

Connecticut

- 4,5 Martin Knight
Middletown CT
203/ 346-9698 Daily 6pm-9pm

Florida

- 5 John Andrianoff
Ft. Pierce FL
305/ 466-6653 School Days
3:30pm-8:30pm;
Other Days Noon-8pm
- 1 Thomas Stanius
Opa Locka FL
305/ 375-2095 ext. 8691 M-F 8am-5pm
305/ 624-6162 M-F 6pm-Midnight;
S-S 10am-10pm
- 1 Jeff C. Strichard
Ft. Lauderdale FL
305/ 587-9590 M-F 6pm-11pm; S-S all day
305/ 763-3883 M-F 9am-4pm

Georgia

- 1,2,3, Jim Sulsona
4,5,6 Doraville GA
404/ 455-0853 Daily 9am-Midnight

Illinois

- 4 J. Terry Flynn
Lake Bluff IL
312/ 680-0980 M-F 8am-5pm
312/ 234-2820 M-F 6pm-9pm;
S-S 10am-9pm
- 5 Connie Peters
Decatur IL
217/ 875-2431 School Hours
217/ 429-6242 Other Times

Applications/Apple IIgs

5 Dennis Ricke
St. Charles IL
312/ 377-4829 School Hours

5 Walter Schillinger
Oak Park IL
312/ 386-2278 M-F 5pm-6:30pm
312/ 451-3000 Daily 8am-10am;
2:30pm-3:30pm

Indiana

5 Stanley Boler
Knightstown IN
317/ 345-5663 M-F 5pm-11pm

4,5 Brenda Crenshaw
Shelbyville IN
317/ 264-1286 M-F 7am-5pm
317/ 398-0525 M-F 6pm-9pm;
S-S 9am-10pm

5 Irvin Haas
Carmel IN
317/ 848-0050 M-F 3:30pm-10pm;
S-S 10am-10pm

Iowa

4 Dan York
Marion IA
319/ 373-1883 M-F 5pm-10pm;
S-S 10am-10pm
319/ 373-2083 M-F 5pm-10pm

Kansas

1,5 Dick Fogliasso
Girard KS
316/ 724-4330 M-F 8am-9am, 3pm-4pm
316/ 724-4590 S-S 9am-9pm

5 Marcia Philbrick
Seneca KS
913/ 336-3557 School Hours
913/ 336-3645 Other Times 7pm-10pm

Louisiana

5 Sandra Payton
Baldwin LA
318/ 923-7786 M-F 4pm-10pm;
S-S 10am-10pm

Maryland

5 Ron Jacobs
Laurel MD
301/ 498-0558 M-F 6pm-10pm
Sat 10am-10pm; Sun Noon-10pm
301/ 725-3228 M-F 8:30am-3pm

4 David Ottalini
Silver Springs MD
301/ 681-5792 M-F 6pm-9pm

5,6 Ronald Romanowicz
Glencoe MD
301/ 472-4800 Daily 8am-4pm
301/ 472-2983 Daily 4pm-11pm

5 Michael Spurrier
Baltimore MD
301/ 298-0263 S-S 6pm-11pm
301/ 955-5938 School Days 11am-1pm

Michigan

5 Dawn Andrews
Muskegon MI
616/ 755-4308 M-F 4pm-10pm

1,5 Jim Anker
Hazel Park MI
313/ 542-3910 M-F 9am-4pm
313/ 391-0033 M-F 6pm-10pm;
S-S 1pm-9pm

4 Joe Connelly
Livonia MI
313/ 421-8729 M-F 9am-9pm

5 Arthur Daniel
Warren MI
313/ 445-7142 M-Th 7am-4pm
313/ 445-7105 M-Th 7:30am-8pm;
F 7:30am-4pm

1 Mike Robinson
Royal Oak MI
313/ 585-5027 M-F 6pm-10pm;
S-S 10am-10pm

5,6 Pete Ross
Wayne MI
313/ 728-8720 answ mach

5 Brian Theil
Taylor MI
313/ 287-4608 M-F 6pm-10pm;
S-S 10am-10pm

4 Richard Zajac
Mt. Clemens MI
313/ 465-2615 M-F 6pm-11pm;
S-S 8am-11pm
313/ 465-5040 answ mach

1,4,5,6 Keith Zook
Grosse Ile MI
313/ 675-1550 Daily 8am-4pm

Minnesota

4,5 James Hirsch
Coon Rapids MN
612/ 755-8082 M-F 6pm-10pm
612/ 755-8220 M-F 7:30am-4pm

Mississippi

5 Bill Brescia
Union MS
601/ 656-5251 ext. 156 M-F 8am-4:30pm
601/ 774-5609 24-hr answ mach

Missouri

1,2,3,4 Whit Crowley
Manchester MO
314/ 394-7955 M-F 6pm-9pm;
S-S 10am-6pm

5 Lynn Leopard
Chillicothe MO
816/ 646-0702 M-F 8am-8:30am,
2:30pm-3:30pm
816/ 646-4196 Daily 5pm-9pm

Montana

4,6 Steve Bernbaum
Sheperd MT
406/373-6393 Daily 10am-11pm

5 Bob Shipek
Great Falls MT
406/ 791-2130 Daily 8am- 5pm
406/ 452-9104 Daily 9pm-Midnight

Nebraska

1,4,5,6 Larry B. McEwen
Hastings NE
402/ 463-1387 M-F 8am-4pm
402/ 463-2267 Daily 5pm-9pm

Codes

- 1 = Apple IIgs hardware
- 2 = Diversi Key
- 3 = SoftSwitch
- 4 = Telecommunications
- 5 = Educational Applications
- 6 = Custom Printing Effects

New Hampshire

5 Chris MacLeod
Concord NH
603/ 224-0520 M,Th 7pm-9pm

New Jersey

5 Pete Crosta
Nutley NJ
201/ 667-6369 M-F 3pm-10pm
201/ 667-2928 S-S 8am-10pm
201/ 266-4335 M-F 8:30am-3pm

2,4 Edwin C. Doe
Pt. Pleasant NJ
201/ 528-6349 8am-11pm answ mach

4 Matthew Jones
Neptune NJ
201/ 774-0983 M-F 6pm-8pm

5 Linda Nixon
Chatham NJ
201/ 635-0973 M-F 5pm-9pm;
S-S 11am-5pm

1 David Jay Scott
Wall NJ
201/ 681-0600 Daily 6pm-10pm

New York

1,5 Bob Beer
Coram NY
516/ 928-6870 Daily 6pm-9pm

5 Michael Bice
Garden City NY
516/ 741-7800 ext. 219 M-F 7:30am-2:30pm

5 Cynthia Gillmore
Johnstown NY
518/ 762-8483 M-F 7am-5:30pm;
S-S 10am-10pm
518/ 725-4016 M-F 8am-4pm
518/ 661-6277 Summer, M-F 6pm-10pm

5 Sister Mary Gregory
Watertown NY
315/ 782-3460 M-F 3pm-9pm
315/ 788-4670 Daily 2pm-3pm

4,5 Don Menges
Rochester NY
716/ 544-9398 Daily 8pm-11pm

4,5 Betty M. Minemier
Dansville NY
716/ 335-3186 M-F 7am-4pm
716/ 335-6258 Other Times

Applications/Apple IIGs

5 James Nicoll
Pittsford NY
716/ 546-6732 M-F 7:30am-2pm
716/ 381-9480 M-F 7pm-10pm;
S-S 10am-10pm

1 Quentin Packard
Troy NY
(518) 273-8867 M-F 9am-9pm

1,4,5,6 Jerry Taylor
Hilton, NY
716/ 964-3319 M-F 6pm-10pm;
S-S 10am-10pm
716/ 964-3587 M-F 6pm-10pm;
S-S 10am-10pm

4 Walter Taylor
W. Henrietta NY
716/ 263-7700 ext. 269 M-F 8am-5pm
716/ 359-2857 Other Times

North Carolina

5 Terry W. Robertson
Charlotte NC
704/ 377-0111 M-F 8am-6pm
704/ 536-4261 Daily 7:30pm-10pm

Ohio

5 Mark Ball
Paris OH
216/ 862-3277 M-F 6pm-10pm
216/ 627-7606 M-F 8am-3pm

6 Jessie Beale-Hansen
Cinti OH
513/ 751-6834 M-F 7pm-10pm
513/ 241-6400 M-F 9am-11am

4,5 William Beasley
N. Olmsted OH
216/ 777-7700 ext. 282 M-F 8am-4pm
216/ 933-4408 ans w mach

4 Mark Elliot
Hudson OH
216/ 686-2280 M-F 9am-5pm
216/ 653-5006 S-S 6pm-11pm

1,4,5,6 Guy R. Moore
Oxford OH
513/ 746-6333 M-F 9am-4pm
513/ 529-7584 M-F 8am-4pm

4,5 Howard Moskowitz
Toledo OH
419/ 729-8412 M-F 8am-4:30pm
419/ 535-8647 M-F 5pm-10pm;
S-S 10am-10pm

5 Bill Ries
Cincinnati OH
513/ 941-7831 Daily 8:45am-2:45pm
513/ 941-7933 Daily 4:30pm-10:30pm

4,5 Patricia Ritchey
Bowling Green OH
419/ 372-7038 M-F 8am-4pm
419/ 673-0040 M-F 7pm-10pm;
S-S 10am-10pm

Oregon

1,5,3 Jim Emig
Portland OR
503/ 280-5666 M-F 7am-4pm
503/ 771-1916 M-F 6pm-9pm;
S-S 10am-10pm

Pennsylvania

4 Larry Beatty
Hopwood PA
412/ 439-4912 Daily 9am-10pm

5 David Chesebrough
Sewickley PA
412/ 241-5129 MTTh 7pm-9pm

4,5 Martin Friedman
Philadelphia PA
215/ 473-6135 M-S 3pm-10pm

5 Don Pratt
Bloomsburg PA
717/ 389-4639 M-F 9am-4pm

South Carolina

5 Oliver Roosevelt
Fairforest SC
803/ 576-1270 M-F 8am-1pm
803/ 574-1104 M-F 5pm-10pm

5 Charlotte White
Union SC
803/ 427-1389 MTThF 7pm-9pm

Texas

5 Martha (Polly) Davis
Baytown TX
713/ 422-7560 M-S 5pm-10pm

4 Joseph Kline
Lubbock TX
806/ 796-0829 Daily 8am-9pm

4,5 Ralph Logan, Jr.
Fort Worth TX
817/ 281-0661 TThF 2pm-5pm

Vermont

5 Lars Baris
Essex Jct. VT
802/ 878-1392 Daily 7am-2pm

Virginia

4,5 Warren Downes
Yorktown VA
804/ 898-8386 M-F Noon-4pm
804/ 898-1881 M-F 4pm-10pm;
Sat Noon-10pm

5 Tiny Laster
Hampton, VA
804/ 766-3969 Daily 9pm-Midnight

4 William W. Sanderson
Merrifield VA
703/ 352-1568 M-F 6pm-10pm
703/ 820-8550 Daily Noon-1pm

Washington

5 Gary Cressman
Enumclaw WA
206/ 825-6909 M-F 4pm-9pm;
S-S 10am-6pm

5 Nancy Langlow
Redmond WA
206/ 455-6052 M-F 8am-4:30pm
206/ 868-7254 Daily 5pm-10pm

Wisconsin

5 Neil Johnson
Eau Claire WI
715/ 834-8104 M-F 8am-3:45pm

5 Peter Lee
Milwaukee WI
414/ 344-6807 Daily 8am-10pm, ans w
mach
414/ 963-6180 M-F 9am-5pm

Electronic Index Disk Update

The list below contains the February 1989 update for NAUG's Electronic Index Disk. If you have more than 128K of RAM, enter the data into the file "Forum Index.AII". If you have a 128K system, enter data into the file "Forum Index.III". Enter the new key words into the file "Key Words".

NAUG updates the Electronic Index Disk monthly. The latest version can be ordered from the NAUG Public Domain Library (\$4 per disk; \$2 postage per order). Current updates can also be downloaded from the NAUG bulletin board, (313) 482-8090.

Electronic Index Disk February 1989 Update
Enter the default values for these categories:
Volume #: 4 • Issue #: 2 • Date: Feb 89
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TYPE • PAGE • TITLE • AUTHOR • KEY WORDS

From the Editors • 2 • AppleWorks GS: Be Cautious about This Exciting Product • AppleWorks GS; Claris; Apple IIGs

Letters to NAUG • 3 • How to View More Than 30 Time-Out Modules • Stock, Jay • TimeOut; add-ons

Letters to NAUG • 3 • AppleWorks and Apple's Daisy Wheel Printer • Van Ekeren, Jo E. • printers; printing; formatting; Apple Daisy Wheel

Letters to NAUG • 3 • Is NAUG Selling Second-Hand Software? • n/a • TimeOut; special programs; UltraMacros

Letters to NAUG • 4 • AppleWorks and IBMs • Fischer, Geoff • AppleWorks; Trackstar; WPC Bridge; file transfers

Letters to NAUG • 4 • Problems Controlling Top Margins • Grossman, Sarah • printer effects; formatting; bugs

Letters to NAUG • 5 • Kudos for CrossWorks • Kutcha, Robert • IBM; file transfers; CrossWorks

Word Processor Tip • 6 • How to Print Envelopes with AppleWorks • Merritt, Cathleen; Williams, Warren • envelopes; printing effects; formatting

Macro Primer • 11 • An Introduction to UltraMacros Programming • Munz, Mark • UltraMacros; TimeOut; programming

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NAUG sponsors AppleWorks seminars in various locations throughout the country. These seminars, entitled "Apple Works: Beyond the Basics", are intended for AppleWorks users who want to solve AppleWorks problems and learn new techniques.

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March 16	—	Chicago, IL
March 17	—	St. Louis, MO
April 7	—	Smithtown, Long Island, NY
April 10	—	Newark, NJ
April 12	—	Baltimore, MD/Washington, DC

The presenter, Dr. Warren Williams, is a technical advisor to NAUG and a frequent contributor to the *AppleWorks Forum*. He has written more than 50 articles about AppleWorks and has conducted more than 75 AppleWorks seminars throughout the country. Write or call NAUG for more information.